

## Mike's Top 15:

While I am passionate about the need for balance in work and life, I'll be the first to admit that there is no quick fix to the many challenges we all face today in this area. There are plenty of books, articles and videos telling us how to solve it. Here's a "top 15" list I compiled just in case it can help you with your goal setting exercise:

- 1. Set boundaries with email**
- 2. Ask for support**
- 3. Get organized**
- 4. Concentrate on one thing at a time (get present)**
- 5. Make time for loved ones**
- 6. Schedule everything**
- 7. Let go of perfectionism**
- 8. Work smarter, not longer**
- 9. Don't compromise on your sleep**
- 10. Set life goals**
- 11. Learn how to say "no"**
- 12. Make relaxation and breaks a priority**
- 13. Exercise and meditate**
- 14. My 2<sup>nd</sup> favorite: Hire a personal coach**
- 15. And my favorite (it really works): Unplug!**